

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC2-01**

**OPEN: 13 OCTOBER 2000**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: CHILD & YOUTH PROGRAM  
ASSISTANT (SKILL LEVEL 3), CC-1702-01, (Promotion Potential is CC-04), (See  
Current Pay Schedule for CC Employees).**

**LOCATION: IMWRF, Child & Youth Development Services Division, Child Development  
Centers (AA& EA area), US Army Garrison, Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited  
Tenure depending upon the need at the time position is filled. Work schedule may be  
Regular, Irregular or Rotating. Conversion from a flexible or Limited Tenure  
appointment to a Regular Full-time Regular Part-time may be made non-competitively.**

**DESCRIPTION OF DUTIES: In addition to the duties identified in the Child & Youth  
Program Assistant (Entry Level 2); Maintains control of and accounts for the whereabouts  
and safety of children and youth. Assists in proving and leading planned activities for  
program participants. Acts to stimulate and sustain participant interest and to establish an  
environment, which promotes positive child and youth interactions with other children,  
youth and adults. Demonstrates, instructs and lead program activities. Reviews and  
implements daily schedule and activity plans to ensure age/stage appropriateness. Sets up  
displays and bulletin boards. Inventories equipment on recurring basis and recommends,  
replenishing damaged, missing or depleted supplies. Assists children and youth special  
projects and homework. Supervises children and youth during daily schedule of indoor  
and outdoor activities, on field trips, outings and special events. Promotes role model  
safety, fitness and nutrition practices. Participates in conferences with parents and staff.  
Collects, maintains and reports program participation data. Secures supplies, equipment  
and facilities. Participates in evaluating the overall program observes program  
participants for signs that may indicate illness, abuse, or neglect and reports as directed.  
Provides care, oversight and accountability for program participants in compliance with  
DoD, Army and local policies, guidelines and standards.**

**QUALIFICATION REQUIREMENTS:**

**Candidates Must:**

- 1. Possess a High School Diploma or GED Certificate**
- 2. Be able to communicate in English (verbal and written)**
- 3. Be 18 years of age at time of appointment.**

## **NAF VACANCY ANNOUNCEMENT #OC2-01 (CONTINUED)**

- 4. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on a routine basis. Duties may involve working both indoors/outdoors.**
- 5. Possess and maintain health and freedom from communicable disease.**
- 6. Possess six months experience working in a group program with children and youth.**
- 7. Possess Army Entry Level Training Certificate (Air Force/Navy equivalent), Adolescent Growth and Development, Psychology, Recreation, Human Development or related behavioral sciences.**

### ***CONDITIONS OF EMPLOYMENT:***

- 1. All required background checks of Army Regulation 215-3 and the Crime Control Act must be successfully completed and maintained, including NAC. Health assessment is required. This is a developmental position leading to Child & Youth Program Assistant (Target Level 4). At the end of a 12-month probationary period, satisfactory performance and successful completion of training requirements with demonstrated competency are required or the employee will be reassigned at management's discretion to separated. Satisfactory performance/training will result in a non-competitive promotion to the Target Level position.***
- 2. Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.***

**INSTRUCTIONS TO APPLICANTS:** Application forms (DA Form 3433, in detail) for current nonappropriated fund (NAF) employees at US Army Garrison, Aberdeen Proving Ground, Maryland; with a concurrent recruitment from all sources are available at the Civilian Personnel Office, NAF Branch, building 305, lower level, Aberdeen Proving Ground, Maryland.

**NOTE:** To receive Veteran's Preference, a copy of your DD 214 must be furnished. To receive Spouse Employment Preference, you must furnish a copy of your spouse's PCS orders. Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.

**EQUAL OPPORTUNITY:** Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the serving NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case by case basis. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization.

**NAF VACANCY ANNOUNCEMENT #OC2-01 (CONTINUED)**

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

***PLEASE POST ON EMPLOYEE BULLETIN BOARD***